

PLAN COMMISSION MEETING MINUTES
TUESDAY, MAY 24, 2016
Sister Bay-Liberty Grove Fire Station -2258 Mill Road

The May 24, 2016 meeting of the Plan Commission was called to order by Chairperson Dave Lienau at 5:30 P.M.

Present: Chairperson Lienau and members Scott Baker, Nate Bell, Don Howard, Marge Grutzmacher, Mary Kay Shumway and Shane Solomon.

Staff Members: Assistant Administrator Janal Suppanz

Excused: Village Administrator Zeke Jackson

Comments, correspondence and concerns from the public:

Lienau introduced the newly appointed Plan Commission members, Mary Kay Shumway and Shane Solomon, and welcomed them, and the other Commission members concurred. He also noted that no new correspondence had been received, and then asked if anyone wished to comment regarding a non-agenda item. No one responded.

Approval of the agenda:

A motion was made by Grutzmacher, seconded by Baker that the Agenda for the May 24, 2016 meeting of the Plan Commission be approved as presented. Motion carried - All ayes.

Approval of minutes as published:

As to the minutes for the April 19, 2016 meeting of the Plan Commission:

A motion was made by Baker, seconded by Grutzmacher that the minutes for the April 19, 2016 meeting of the Plan Commission be approved as presented. Motion carried with Shumway abstaining.

Business Items:

Item No. 1. Public Hearing on a proposed amendment to the Sister Bay Zoning Code which creates §166.1065 - Utilities in Rights-of-Way; Discussion on the proposed amendment; Consider motions for action if appropriate:

At 5:35 P.M. Lienau called the public hearing on a proposed amendment to the Sister Bay Zoning Code which creates §166.1065 - Utilities in Rights-of-Way, to order.

Representatives of a transmission company recently informed Jackson that they are considering erecting a large utility pole/tower in the right-of-way on Mill Road in the vicinity of Pipka's. State Statutes dictate that as long as proper notice is given and proper documentation filed utility poles may be erected in cities, towns and villages throughout the State unless a municipality has a contradictory regulation. The Village just spent a considerable amount of money to bury the power lines downtown and requires that power lines for any new structures be buried, and, therefore, erection of any new utility poles, especially in the downtown area, would be quite problematic and counter-productive. A draft of a document which contains Zoning Code text amendments which pertain to placement of utilities in the right-of-way was included in the meeting packets, and the Commission members jointly reviewed that document. If the regulations are approved no poles would be permitted within the boundaries of TID No. 1. Further, after April 1, 2016,

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poles which do not exceed 35 feet and will be placed in the right-of-way in other areas of the Village require a permit, and poles exceeding 35 feet in height may be allowed in those areas with a Conditional Use Permit, but the Permit must be approved with a $\frac{3}{4}$ vote of the Plan Commission. The proposed pole regulations are similar to those enforced in other municipalities throughout the State.

At 5:39 P.M. Lienau asked if anyone wished to comment regarding the proposed amendment, and when no one responded he declared that the Public Hearing was officially closed.

A motion was made by Grutzmacher, seconded by Baker that the Plan Commission recommends that the proposed amendment to the Sister Bay Zoning Code which creates §66.1065, regulating utilities in the rights-of-way, be approved as presented. Motion carried – All ayes.

Item No. 3. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits:

A copy of the Zoning Administrator's Report was included in the meeting packets and the Commission members jointly reviewed that document. During the review process Lienau noted that:

- The work on the Bay Shore Drive Reconstruction Project is complete!!!! There is still some landscaping and sod touch-up work as well as street sign replacement which has to be done.
- Pat Hockers is scheduled to complete work on the sledding hill in early summer. The suggestion has been made that the sledding hill be moved, but that will not be possible.
- Employees from JJR will be conducting a final beach inspection at the end of the month. In accord with DNR regulations the plantings which were done must remain viable for one year from the date of installation.
- Work is progressing on the Harbor View Project. Al Gokey is awaiting State approval of the utilities plans. Deposits have been taken on three lots within that development.
- A closing on the loan for the Stony Ridge Expansion Project has been scheduled for May 25, 2016.
- Bids have been received for the Wayfinding Signage Project. This issue will be referred to the Finance Committee.
- Bids are being sought for engineering work on sanitary sewer, water and storm water improvements for the Braun property.
- There is a backlog of code violation enforcement which must be addressed, but at this time staff is overwhelmed with other work. Unless there is some eminent threat to public health the violations will be addressed ASAP.

Item No. 3. Matters to be placed on a future agenda or referred to a Committee, official or employee:

A special meeting of the Plan Commission will be conducted at 5:30 P.M. on Tuesday, May 31, 2016. At that meeting revisions to the plans for the Al Johnson's Restaurant Expansion Project will be addressed.

Lienau noted that at some point the Village's Architectural Code will have to be revised, and this issue will likewise be addressed at a future meeting of the Plan Commission.

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1 Grutzmacher noted that the patio has been created at Grasse's Grill, but the directional
2 signage which was required by the Plan Commission has not been erected yet, and requested
3 that the Village Administrator check into this issue ASAP.

4
5 **Adjournment:**

6 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*
7 *Commission at 6:10 P.M. Motion carried – All ayes.*

8
9 Respectfully submitted,

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11 Janal Suppanz,
12 Assistant Administrator